

## Confidential Questionnaire Attachments

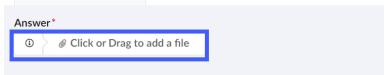
This document is a quick reference guide on how to set up confidential questionnaire attachments in the Arizona Procurement Portal (APP). For questions, please contact the APP Help Desk at <a href="mailto:app@azdoa.gov">app@azdoa.gov</a>. Additional resources are also available on the SPO website: <a href="https://spo.az.gov/">https://spo.az.gov/</a>.

APP allows suppliers to mark sourcing project questionnaire attachments as confidential. Suppliers must mark these documents confidential before a bid period closes. **Once a bid period closes only a procurement officer can manage confidentiality settings on questionnaire attachments.** Attachments marked as confidential do not appear on the Public Portal.

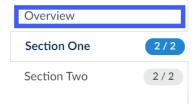
## **Supplier: Marking Questionnaire Attachments Confidential**

- 1. Log in to APP
- 2. Navigate to RFP in progress
- 3. Navigate to the Questionnaire tab
- 4. Upload attachments to your questionnaire using the Click or Drag to add Files button

Please complete the attached document and upload as your response.



- 5. Select Files from your computer
- 6. Navigate to the **Overview** tab once you have uploaded your questionnaire files



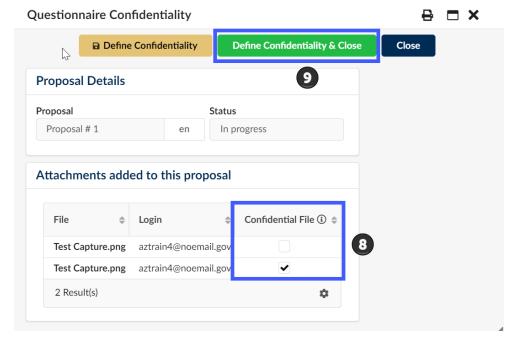
7. Click Set Up Confidentiality

Attachments Confidentiality

Set Up Confidentiality



- 8. Click the **Confidential File** Checkbox next to each attachment that you would like to mark confidential
- 9. Click Define Confidentiality & Close



10. Complete your proposal and submit

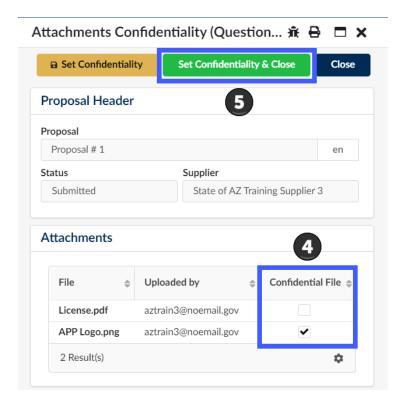
## **State: Marking Questionnaire Attachments Confidential**

- 1. Find Sourcing Project
- 2. Navigate to the Open Financial Envelope Tab
- 3. Click the Red Padlock under the Questionnaire Confidentiality Column





- 4. On the popup, update the attachment's confidentiality status by checking or unchecking the checkbox next to each attachment. \*If an attachment's Confidential File checkbox is checked it will be confidential and not appear on the public portal.
- 5. Click Set Confidentiality & Close



Note: Suppliers are unable to mark questionnaire attachments as confidential during a Best And Final Offer (BAFO), Procurement Officers should ensure confidential documents remain confidential after a BAFO round.